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9 July 1953

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WEEKLY ACTIVITY REPORT

A. PROGRESS REPORT - OLD PROJECTS

1. Instructor Training Course

a. A course of study designed to provide training for TR(S) instructors only has been approved by the DD/TR(S). The course will be considered as a first phase of instructor training with a second phase consisting of an on-the-job training period and a third phase involving continual supervision of the instructional methods of the students of the course. Details of the course are under preparation with a target date of 15 September. Initial discussions were held with Chief, A&E Staff on its participation in the course.

2. Mobile Audio-Visual Aids Device

a. The device was demonstrated to the DD/TR(S) and certain TLO's during the week. The comments of those who attended will be collected during the week.

b. A requirement will be placed on TSS to develop a second prototype embodying certain technical modifications.

3. Project OSS Film Footage

a. All negative and positive material has been sorted from the Library of Congress collection and is being catalogued and previewed. Scanner results to date show little of value in the footage for training purposes.

4. Motion Picture Film

a. The Director is visiting the AF laboratory to complete the detailed arrangements for processing of the films produced.

b. Scripts for first series have received approval of DD/TR(S) with slight modification.

5. Movement of OC

a. The number of charts requested for the course has been revised to a total of 12 to be completed due to the modifications of the course content. All charts have been completed.

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-2-

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25X1
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6. Support []

- a. Film [] - 2 outstanding loan films and 7 outstanding retention films.
- b. Graphic Aids - 2 charts and certain military aids requested.
- c. Maps and charts - Hydrographic and foreign map symbol data requested.
- d. Editorial and Reproduction - No new requirements.
- e. Library Services (1) The OTR Library has compiled:
 - (a) List of unclassified periodicals for recreational reading.
 - (b) List of reference books for library.
 - (c) List of classified documents to be sent to site for retention.
 - (d) List of fifteen books for recreational reading. Fifteen additional books will be added to this list each month. Accessions to recreational reading collection will be modified as use indicates.

25X1

(2) []

7. Support of TR(G) RIT

- a. All requests for books and materials submitted to date have been completed. Book collection and library equipment will be moved to Room 101, R&S Bldg. as an interim classroom.

8. War Plans Staff Officers Course

- a. The request for the reproduction of basic materials for a War Plans Staff Officers Course has been renewed by the instructor. No date for completion of the request has been set by the requestor. Cutting of all stencils except for 12 has been completed.

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9. [] Syllabus

- a. A complete draft of [] a syllabus for a proposed training course, has been received from the instructor. Editorial review and preparation of mimeograph stencils for reproduction have been requested. This work was not completed by 29 June due to lack of typists. Six sections remain to be typed.

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10. Display for [] Museum

- a. Four layouts plus miscellaneous rough sketches, have been submitted to Sabotage and Demolitions Staff for approval and subsequent use in the [] Museum. Instructor approval of layouts has not been received.

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11. Translation of Basic Agent Tradecraft Manual into French

- a. The manual has been forwarded to FDD. Translation will be in written copy. Seven chapters have been received from FDD and forwarded to the instructor for review.

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-3-

12. The Red Interpreter

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a. After a conference with the Reproduction Division this glossary has been forwarded to the DD/TR(S) together with a reproduction estimate and a request for approval for expenditure of the funds for this purpose.

13. Filmagraph Production for BIS(I)

a. The preparation of the film strip is being handled as a preliminary study for the visual content of the filmagraph. In a discussion held with Mr. [] (BIS), the picture story aspects of the film strip were worked out in a total of 42 frames. Copy corrections were to be made by Mr. [] and submitted to GAS for final art work. Tentative date for completion of the film strip is 1 August. Art work approximately 40% complete.

b. Utilizing film strip sketches, lecture notes and other miscellaneous prepared materials relative to the lecture, a discussion was held with the script writer to develop the audio content of the filmagraph.

c. In order to facilitate competent production and animation techniques in connection with above production, it may be necessary to include certain members of the GAS Staff in a course of training dealing with cartoons, cartooning, animation techniques and animation productions.

14. Instructional booklet, Your Career for Clerical Refresher Course TR(G)

a. Drawings, text and final page layouts completed. Booklet to be forwarded during the week for reproduction.

15. Photographic Service []

a. No further requirements. Will be deleted from report.

16. General Traffic Posters for the Clerical Training Courses TR(G)

a. Layouts for 6 posters have been approved by the instructor with 100% of the art work completed. Final text has not been received by the instructor.

17. Bibliography of Communist Armed Forces

a. Two hundred fifty copies to be reproduced and bound in pressboard folders by 1 August. Multilith mats have been typed but not proofread.

B. ITEMS OF CURRENT INTEREST - None

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SECURITY INFORMATION

-4-

C. NEW PROJECTS DURING THE WEEK

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1. Educational Exhibit for BIS(I). The Graphic Aids [] will prepare floor plans and drawings which are to be submitted to GSA (Carpenter Shop) for consideration as a work project. Planning will begin on the initial single exhibit, as per request by Mr. [] in anticipation of approval of exhibit area construction by the Carpenter Shop. Comments were made concerning other potential exhibits for area; no definite conclusion was reached; no date of completion was mentioned, other than the fall of 1953.

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D. ITEMS OF ADMINISTRATIVE INTEREST

1. Discussions were held in the DD/P Training Officers and Communications Officers Group meeting No. 2 of the procedure to be established for procuring from OTR, training materials for overseas use.

2. A discussion was held [] concerning the TAB activities with the Project.

25X1

3. Miss [] was separated from the Agency Friday, 3 July.

4. A minimum TO was provided the Chief, Support Staff consisting of 34 instead of 39 positions.

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Chief, Training Aids Branch

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